

Request for Proposals:

Solicitation Number: 160-2007-003

Solicitation Opening Date: 30 April 2007

Solicitation Closing Date: COB Croatian Time 14 May 2007

SCOPE OF WORK

LEGACY PROGRAM IMPACT ASSESSMENT

Background: In preparation for graduating the USAID Croatia bilateral program in 2008, USAID identified several institutions and organizations that it believed would continue to serve as catalysts and advocates for economic and democratic reform in the post U.S. assistance environment. These organizations were referred to as “legacy mechanisms”. A legacy mechanism is identified as “institutions and organizations that will protect the U.S Government investments made to date, build upon them and serve as advocates for the market-oriented and democratic development of Croatia.

In 2005, USAID Croatia contracted with MAP Savjetovanja d.o.o. to conduct a Legacy Mechanisms Assessment. The contract was administered by World Learning under USAID’s Participant Training Program. The purpose of the Legacy Mechanism Assessment was a) to review the relevance of the broad pool of Croatian institutions and organizations compiled by USAID to the definition of a legacy mechanism; and b) make recommendations on further USAID assistance to institutions and organizations that have been identified as potential legacy mechanisms.

Following the completion of the assessment, USAID Croatia chose 6 Croatian organizations to receive further technical assistance under its Legacy Program. These organizations are the Association of Management Consultants, the Association of Family and Small Hotels of Croatia (OMH), the Coalition for the Promotion and Protection of Human Rights, GONG, the National Foundation for Civil Society Development, and the Serbian Democratic Forum (SDF). The approximate value of this assistance is \$350,000. Most technical assistance under the Legacy Program was administered by World Learning. Information Technology-related assistance, however, was managed directly by USAID Croatia. The Program began in December 2005 and will end in June 2007.

Scope of Work: USAID Croatia is seeking an individual or organization to conduct an evaluation of the impact of the Legacy Program on the 6 Croatian organizations that were identified as Legacy Mechanisms. USAID will provide the contractor with copies of the original Legacy Mechanism Assessments for these six organizations with a detailed outline of the technical assistance received under the Legacy Program. The contractor will meet with representatives of the 6 organizations and conduct an evaluation of the impact of the Legacy Program assistance on the organizations’ 1) institutional capacity and sustainability, and 2) to serve as effective advocates for the market-oriented and

democratic development of Croatia, and any lasting connections to U.S. organizations and/or values.

Deliverable:

1. The contractor will meet with the 6 Croatian organizations that participated in the Legacy Program and conduct an evaluation of the impact of the assistance received under the Program on the organizations' institutional capacity, sustainability and ability to act as a legacy of U.S. assistance to Croatia and to serve as advocates for the market-oriented and democratic development of Croatia. The contractor will prepare a written report, approximately 30 pages, not including attachments, in English, to be submitted to USAID Croatia that details the results of the evaluation of the impact of the Legacy Program on the six organizations. The report should include an executive summary high-lighting key findings, common themes, and any recommendations for final action by USAID prior to the end of the activity. The report should be submitted in one hard copy and electronically as an email attachment.

Payment:

Payment will be made by electronic funds transfer, in accordance with the U.S. Government Prompt Payment Act, not earlier than 25 days following acceptance of the deliverable by USAID Croatia and the submission of an invoice and not later than 30 days following the acceptance of the deliverable by USAID Croatia and the submission of an invoice.

Proposals:

Proposals should be submitted to USAID Croatia that includes the following: methodology for completing the deliverable including a draft outline of key questions and/or issues to be addressed, key personnel and their qualifications, timeframe for completion of the deliverable and a detailed budget.

Proposals should be submitted to:

Attention: Jeffrey A. Nedoroscik
Supervisory Executive Officer
USAID Croatia
U.S. Embassy Zagreb
2 Thomas Jefferson Street
10010 Zagreb, Croatia

Or by email to: usaid-zg@zg.htnet.hr with the Subject Line of "Solicitation 160-2007-003".

Proposals will be evaluated by a Technical Evaluation Committee and based on the proposed methodology, qualifications and experience of proposed staff and cost. Familiarity with USAID and its programs in Croatia is preferable.